



Whangaparaoa College

Timetable Policy

Updated: February 2019

- 1 This policy has been developed in accordance with – and should be read in conjunction with – the Secondary Teachers’ Collective Agreement (STCA) provision 5.1A and 5.2. The policy is subservient to the STCA in matters of employment.
- 2 From the start of 2016 we will operate a five-day (Monday–Friday) timetable with five one hour periods each day. This allows a maximum learning time of 25 hours per week for learners. A full-time teacher’s load is 20 hours in the 25 hour week.
- 3 The allocation of classes to teachers, and teachers to rooms will be done each year in consultation with HoLs. HoLs are asked to check the timetables of teachers in their faculty regarding entitlements prior to distribution to teachers.
- 4 In determining which classes will run each year, senior management will take account of student subject choices, expected class sizes, availability of suitable rooms, school facilities and resources, availability of staffing, expertise of staff, curriculum changes and requirements, any other factors considered relevant.
- 5 Applications for new courses must be submitted to the Head of Learning (HoL). The HoL will take these to the Curriculum Forum by late Term Two, or thereabouts, for consideration by the Curriculum Forum. Even after approval to offer the course, such courses will only run if sufficient students choose to take the course and subject to clause 4 above. A certain minimum number of learners must opt to take a course for that course to be viable. The minimum thresholds are set out in the following table.

	Minimum threshold required to run a course
Years 7–10	19
Year 11–13	14

- 6 All teachers will have five non-contact periods each week. There will be one extra non-contact period for each of the first three permanent Management Units. While fixed term MU holders have no contractual entitlement to extra non-contact periods, our practice has been to make provision where possible. Full-time first year teachers will have an additional four non-contact hours per week. Full-time second year teachers will have an additional two non-contacts per week. The HoL (or delegated staff member) of a full-time first year teacher will be allocated one non-contact per cycle for advice and guidance to that teacher. Wherever possible, the HoL’s non-contact for advice and guidance should coincide with a non-contact for the first year teacher.

	Minimum timetabled non-contact periods per week	Maximum timetabled teaching periods per week
First year teacher	9	16
Second year teacher	7	18
Standard	5	20
Mentoring 1 st Yr tchr	6	19
1 Permanent MU	6	19
2 Permanent MUs	7	18
3+ Permanent MUs	8	17

- 7 A part-time teachers' timetabled hours will be determined as per the provision of 5.2.6 of the STA.
- 8 We will use reasonable endeavour* to achieve, for each individual teacher with more than one class, an average class size of no more than 26 students. Any staff over this threshold should see their HoL, who will discuss the matter with the timetabler.
- * Reasonable endeavour will include such things as:
- Discussion with HoL's about which classes to offer.
 - Interim subject numbers are given to the HoL's in September of the previous year.
 - Any classes smaller than the minimum class sizes (as outlined in clause 5) may need to combine with other small classes of the same subject (eg L1 & 2 Economics), study via video conferencing (eg L3 Economics), study via correspondence (L1 Spanish), or possibly not run.
 - Allow HoL to allocate classes to teachers in their team to avoid class size issues.
 - Placement of learners into classes where the teacher has an average maximum class size of larger than 26 is at the HoL's discretion.
- 9 Where the 20 hours of maximum contact time cannot be achieved and/or average class size is greater than 26, the teacher concerned should see their HoL &/or SLT and there will be discussion with a view to negotiating an acceptable alternative outcome. This could include (but is not limited to), changes to their programme during the year, changes to the make-up of their classes during the year, release from other school duties, compensatory time.
- 10 The ten minute admin time at the start of the day for Academic Counselling groups, duty, and extra-curricular involvement are all additional to timetabled teaching time. All staff are encouraged to be involved with an extra-curricular activity within the school. The one hour Academic Counselling period each week is contact time and included as such in all calculations.
- 11 Teachers can be allocated supervision of a class during their timetabled non-contact when there is a "genuine reason" to do so; eg if no suitable day relief teacher can be found after timely and appropriate efforts have been made; or if a sudden emergency arises which requires supervision of a class. There is a record of teachers who help in this way and in recent years these teachers have been given release time by way of compensation. We will continue this practice. The record of emergency relief cover also ensures the distribution of such cover is fair across the whole staff for the whole year.
- 12 Any teachers who have non-contact time that is extra to their entitlement will be used first for day relief. If a teacher has been freed from teaching one of their own classes for a period (eg, while that class is on a school trip or off timetable on a special programme), that teacher will normally be used to cover another class.

- 13 School examination invigilation will be allocated in proportion to the number of classes a teacher has at the level of those learners taking the examinations.
- 14 If classes need to be covered after the seniors have started their study leave, consideration will be given to such factors as how many senior classes a teacher has lost; whether a teacher has a senior or junior Academic Counselling Group; whether a teacher has had more or less than the entitled non-contact time during the year; and the balance a teacher has of senior and junior classes.

Review

This procedure will be reviewed, in consultation with staff, every three years, or in the event of the College timetable changing.